



Community Development Assistant

The City of New Richmond is accepting applications for a full-time Community Development Assistant. We are looking for an energetic, innovative and detail-orientated individual, who strives to deliver exemplary customer service, enjoys managing multiple projects, has excellent communication skills and enjoys working with an amazing team. This position ensures accurate and timely customer service, billing, collection, receipting and reporting.

Minimum qualifications for the position include an associate's degree in a closely related field and/or two years of general office experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.

Full position details are available at www.newrichmondwi.gov. This is a full-time, 40 hour per week position. Pay range is \$18-20/hour dependent upon education and experience. Interested applicants should submit a cover letter, resume, and completed City of New Richmond employment application to the attention of Human Resource Manager at sreese@newrichmondwi.gov. Position will be posted until filled.